

Title: TEST ENGINEERING AND EVALUATION DIVISION QUALITY MANUAL DIVISION INSPECTION AND TESTING	Section: Ten	Revision No.: OD	Effective Date: 31 JAN 97
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SECTION 10

DIVISION INSPECTION AND TESTING

1. General Policy. Inspection and testing are conducted when purchased materials and components are received, at significant stages of production/repair/overhaul, and prior to shipment of finished items. The objective of inspections and testing is to verify item conformance with specified requirements. Materials, components, subassemblies, and finished items are prevented from use, assembly, and dispatch until the required inspections are completed. Records of inspections are established and maintained to evidence that products comply with stated requirements.

2. Receiving Inspection. All purchased items are subjected to either a one or a two-stage receiving inspection. First, all items are inspected visually by the receiving person, and then critical items and items that have been custom manufactured to Division requirements are subjected to a more detailed technical Quality Control (QC) inspection. Nonconforming items are segregated and prevented from use in production. Procedure SOP D65-10-01, Division Receiving Inspections, contains detailed rules for performing and recording receiving inspections.

3. In-process Inspections. In-process inspections are specified on tasks orders accompanying items during their manufacturing/repair/overhaul processes and operations. The inspections are normally carried out by the technicians. All activities related to the in-process inspections are regulated by Procedure SOP D65-10-02, Division In-process Inspections.

4. Final Inspection. All finished items are subjected to final QC inspection. First, the QC inspectors verify that all specified receiving and in-process inspections have been performed satisfactorily. The technicians, under QC observation, then perform the remaining inspections and tests necessary to complete the verifications that products conform to specified requirements. Only those items that pass the final inspection are admitted to the “finished items” storage for shipment. Performing and recording the final inspection is controlled by Procedure SOP D65-10-03, Division Final Inspections.

5. Inspection Equipment and Procedures. In performance of the inspections, the QC inspectors and production personnel use applicable calibrated measuring and testing equipment. For complex inspection operations, inspectors are provided with inspection procedures and/or checklists (issued as work instructions).

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6. Inspection and Test Records. All three types of inspections are documented on an inspection record. Rules for establishing these records are described in Procedures SOP D65-10-01, SOP D65-10-02, and SOP D65-10-03. Filing and maintenance of inspection records are regulated by Procedure SOP D65-16-01, Quality Records.